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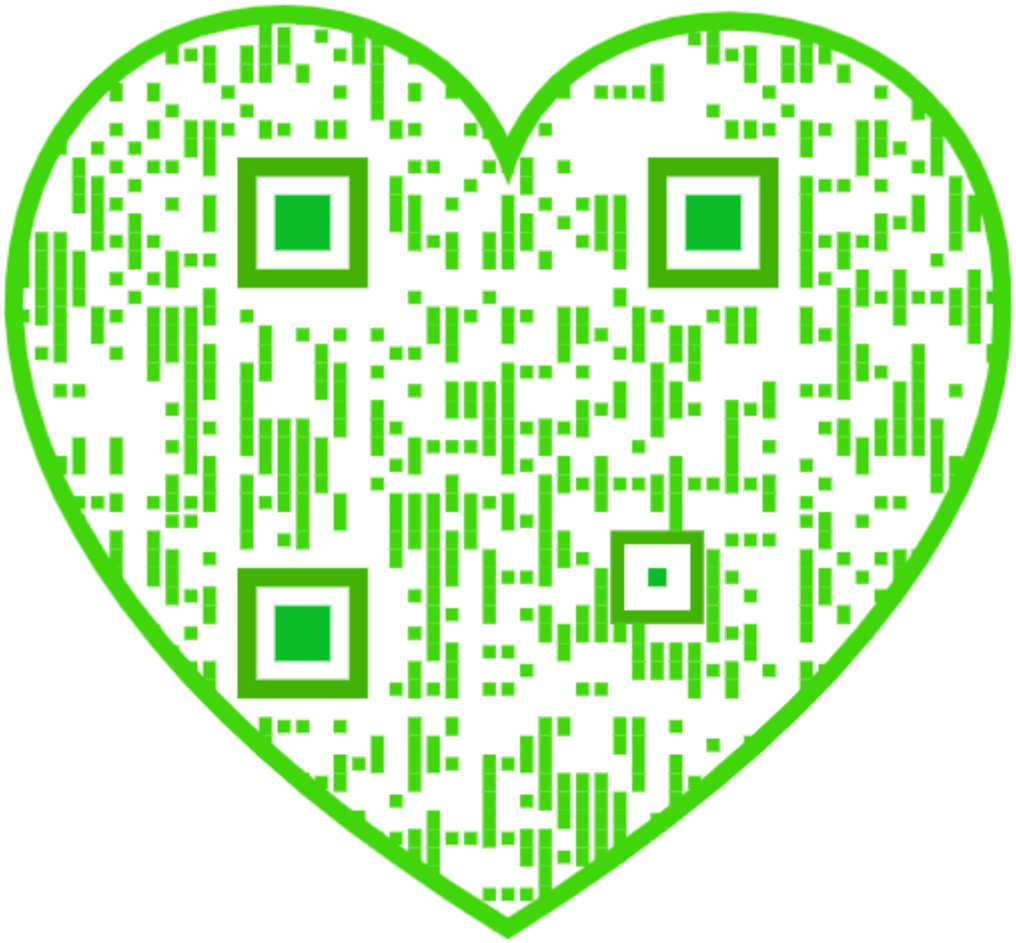

KARAM'S
Selfthought Shorthand

4 EASY LESSONS

Practical Abbreviations

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General Directions.

Use the muscular movement if you can. Have your pencil well sharpened, make your letters small as possible, this is conducive to high speed.

Spell altogether by sound. Do not write silent letters. Pronounce the word, and then write the sound actually heard.

Practice to write small, its the only practice you need to keep up for a while until it becomes natural for you.

Te become a proficient stenographer it is necessary to possess a complete mastery of the principles of the system. The student is, therefore, urged to become thoroughly familiar with each lesson before proceeding to the following one.

Accuracy and neatness of writing should be the sole aim of the student until he reaches the point.

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PREFACE

The system presented herein designed for following purposes:

1. To increase writing speed.

2. To supply a method of shorthand which employs longhand characters, but, by using contracted combinations the out line works more efficiently.

Karam's Shorthand

LESSON 1.

THE LONGHAND CHARACTERS.

Consonants: *b c d f g h j k l m n p q r s t x w x y z*

Vowels: *a e i o u y*

(Written in small characters always.)

If the single vowel comes first or second, or before the last character in the word, it is omitted.

Viz: Hardware. Written: *hdw*

The sound of CE or CI represented with *s*

Viz: Race, City.

Written: *rs sty*

When C is pronounced with the sound of K, it is written with it.

Viz: Cat.

Written: *kt*

The combination of K and S, represented with *x*

Viz. Books.

Written: *box*

The sound of GE (Gey), represented with *j*

Viz: Germ.

Written: *jrm*

All unsounded characters not written.

Viz: Knife, Bought, Made.

Written: *nf bot md*

The sound of GAY, represented with *g*

Viz: Give.

Written: *gv*

The sound of TH, represented with *z*

Viz: This.

Written: *zs*

When AU, OU, AW, OW, OO is pronounced with the sound of *o* **its written with it.**

Viz: Cause, Thought, Saw, Down

Written: *koz* *tot* *so* *don*

Wood.

wod

The sound of EA, EE, EI, is represented with *e*

Viz: Dream, Keep, Either.

Written: *drem* *kep* *ezr*

The sound of EY, AY, represented with *a*

Viz: Day, They.

Written: *da* *za*

The sound of UY, represented with *i*

Viz: **Buy.**

Written: *bi*

All double characters written in one.

Viz: Call.

Written: *kl*

Exercise.

Mace, Gin, Gain, Same, Could, Garage, **know, mother, original, high, game, guess,** Rather, Case, Caught, Dread, May, Pay, Ruck, Rule, Ruin, Wool, Coal, Tea, Eider, Bell, Hall,

Mail, Sail, Sleep, Dance, Boil, Please, Father, Brown, Cleem, Goods, Save, Agree, Crow.

ms jn gan sm kod kraj no mzr rjn hi gm ges rzr ks kot dred ma pa rk rl run wol kol te edr tl hl mal sal slep dns bol ple fzr bron klem yod sv gre kro

LESSON 2.

RE. If first characters in word, represented with .

Viz: Recall.

Written: *kl*

OUS. If last characters in word, represented with ..

Viz: Famous.

Written: *fm..*

CON, COM, CUN, CUM, COG, (appearing anywhere in a word) represented with :

Viz: Contrive, Commit, Combat,

Written: *:triv* *:mt* *:bt*

Cumber.

:br

MEGNI, MAGNE, MAGNAN, (appearing anywhere in a word) represented with ;

Viz: Magnify, Magnitude,

Written: *;fy* *;tud*

Magnanimous.

;..

SELF, represented with ,

Viz: Self-made.

Written: ,smd

TRANS, represented with tr

Viz: Transmit.

Written: trmt

INTER, ENTER, represented with n

Viz: Entertain, Interpose.

Written: ntan npos

UNDER, represented with , (Comma)

Viz: Understand.

Written: ,stan

MIS, represented with m

Viz: Misrule.

Written: mrul

Exercise.

Refuse, Refund, Recover, Recommend, Self-support, Self-starter, Converge, Complete, Compare, Conform, Confess, Magnetism, Magnetic, Intern, Interpret, Enterce, Intrant, Admit, Underrate, Underproof, Underneath, Misspel, Missend, Trasnport, Transfer, Translate.

fuz .fun .kav .coman ssepo sstax :verj :ple :pr :for :fes ;tis ;tk nn nkt ns nan dmit ,rat .pro. ,net mspel msen trpo trf trta

LESSON 3.

ING, if ending of word, represented with . (dot)

Viz: Doing, Coming, Writing.

Written: *do.* *k.* *rit.*

ED,omited when ending of every verb.

Viz: Priced.

Written: *pri*

TION, SSION, represented with (long dash)

—

Viz: Reduction.

Written: *duk*——

FULL, represented with *l*

Viz: Hopeful.

Written: *hbf*

NESS,represented with *n*

Viz: Kindness.

Written: *kndn*

MENT, represented with *m*

Viz: Payment.

Written: *pam*

LESS, represented with *•*

Viz: Artless.

Written: *rtl*

The sound of SH, CH, CIA, CIE, SU, SSU, and all combinations of characters having the sound of SH,(appearing anywhere in a word), represented with (small dash) —

Viz: Cheap, Special, Insure, Etc.

Written: *-ep* *spe-* *n-r*

SUPER, represented with (Capital) *S*

Viz: Supernatural.

Written: *Sna-t*

QUO, QUI, QUE, QUA, represented with (Capital) 𝒬

Viz: Quality, Quench, Quick, Quote.

Written: 𝒬𝓁 𝒬𝓃 𝒬𝓀 𝒬𝓉

OVER, represented with (Capital) 𝒪

Viz: Overrate.

Written: 𝒪𝓇𝒶𝓉

IVE, represented with 𝓋

Viz: Native.

Written: 𝓃𝓉𝑒

EX, represented with 𝓍

Viz: Expert.

Written: 𝓍𝓅𝑒

INGS, if ending of word, represented with . 𝓈

Viz: Things, Sayings, Doings.

Written: 𝓃𝑔𝓈 𝓈𝒶 . 𝓈 𝒹𝑜 . 𝓈

Exercise.

Reading, Rowing, Singing, Walked, Mission, Decoration, Commission, Direction Comfortable, Careful, Dreadful, Glorious, Happiness, Supervise, Supervision, Iceless, Importance, Charge, Change, Miscellaneous, Shipment, Equipment, Possession, Agreement, Never-the-Less, Dubious, Oversight, Overruling, Overreach, Contest, Continuance, Common-things, Good-thing, Extravagance, Extract, Extra, Execute, Excite, Examine, Exceed, Example, Exalted, Exact, Qualify,

Quack, Queer, Quip, Quiet, Our-Shipment, Our-Terms.

red. ro. sng. ck me——— dkor——— :———
drek——— :flt krf dref glor.. hpn Svi
Sve——— sl impo --zj —nj mlan.. _ipm
2pm psa——— grem nzl dbe.. Osi Orul. Ore-
: tres : tens nng gng xtrav xtra xt xku xsi
xmi xse xza xsal xk 2le 2k 2r 2p 2t
R–ipm Rtr.

LESSON 4.

Words occur so frequently that it is desirable to represent them in the briefest way possible. Each alphabetic character can be employed to stand for one or more words of which it happens to be a prominent sound. These are designated from one-third to one half of the words found in any article of speech. They must be thoroughly committed to memory, until they can be repeated aloud with a degree of speed.

WORD SIGNS

a An
b But By Be
c See Seen
d Do Had Dear
f For If
g Go Good God
h He Him How
i I Am
j Just Judge

k Can Come
l Will Well Letter
m Me More Most Much Madam
n No Not In
p Put Party Particular
x As
r Are Or
s So Such Is Sir
t To It
u You
v Of Have Very
w Which What We Would
y **Your** -S Yes
z The
sh Shall Sure Wish
th Think Them Thank That
wh Who Whose
wo Whom
ng Thing Long
& And
? Inquire Inquiry Question

Phrasing

By "Phrasing" is meant the writing of two or more words together by which means speed is gained. Only such words should be joined which seem to have a natural connection when speaking them.

The examples which are given below are

not to be memorized they should be copied not less than three lines of each written.

uu Have you

tu To you

nou Know you

ux You have

du Had you

du Do you

ul You will

ux You are

ful If you will

fulb If you will be

ilb I will be

ild I will do

ix I have

ixy I have your

dn Do not

ukt You cannot

ithux I think you are

ixb I have been

ulb You will be

uld You will do

duno Do you know

duth Do you think

hdud How do you do

hxub How have you been

ish I am sure

wub Have you been

tb To be

tbrntb To be or not to be

tno To know

tlb It will be

uvb You have been

hk He can

ishulb I am sure you will be

ith I think

hs He is

(Special Abbreviations, Copy; Write Not Less Than Three Lines of Each of Following.)

ab Able

af After

afno Afternoon

afma Aftermath

afto Afterthought

afwa Afterward

ltg Altogether

lto Although

lso Also

lmo Almost

ne Any

lwa Always

kno Acknowledge

Qnts Acquaintance
afe Affect
avej Average
nu New
noz Another
A Amercia
dva Advantage
adm Advertisement
adv Advertiser
bet Between
bu But
bk Become
bko Because
bnk Bank
nsfar Insofaras
.po Report
ndu Introduce
bro Broker
bal Balance
def Different
defk Difficult
del Deliver
he Here
het Hereto
hetfo Heretofore
heaf Hereafter

hen Herein
hewz Herewith
gl Glad
ab Obtain
hopl Hopeless
wz With
wzn Within
nwzst Notwithstanding
prok Procure
hs Himself
Rs Ourselves
zms Themselves
tmo Utmost
utely Utterly
mO Moreover
mant Maintain
hopln Hopelessness
nsch Inasmuch
pre Represent
nve Interval
nve Intervene
me Money
ma Many
npri Enterprise
ntan Entertain
nsd Intercede

ns Once

-or Short

-oran Shorthand

tn To-hand

nng Nothing

plesk Plausable

fesk Feasable

vlk Valuable

fob **Freight on board**

cod Collect on delivery

ngl English

nbórh Neighborhood

ds Dear sir

yl Your letter

yt Yours truly

yres Yours respectfullly

.lev Relevant

irelev Irrelevant

,vl Undervalue

, tak Undertake

, rit Underwrite

ra—l Rational

ira—l Irrational

mate Material

imatu Immature

. futk Refutable

irefutbl Irrefutable
mds Modest
imds Immodest
.demb Redeemable
iredemb Irredeemable
ndef Indifferent
ndaf Indefinite
mr-di Merchandise
l2d— Liquidation
fra Practical
stra Strange
len Length
.fne References
kur (Current
rejn Original
.kl Regular
rek Irregular
fu Further
lb Pound
us **United States**
e **Us**
uz **Use**
uzl **Usual**
imed **Immediately or immediate**
.p **Reply**
.s **Received**
.st **Receipt**
ob **Oblige**
mfg **Manufactured**

The stenographer will be able to make special abbreviations for words, names, terms or phrases frequently occurring in his own work.

For example, the law stenographer would adopt *pla* for "plaintiff," *def* for "defendant," *wit* for "witness," *wsyn* for "what is your name?" *wdura* for "where do you reside?' *hng liv zr* for "How long have you lived there?"

The words "of the" are omitted when they occur in a sentence—that is, when they occur between other words. The omission is indicated by writing the **Succeeding** word **close** to theword **preceding** "of the."

Examples.

Your letter of the 14th.

Written: *ylt4*

End of the season.

Written: *nd sez*

Top of the hill.

Written: *tp hl*

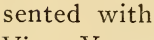
When "of the" are the **first** words in a sentence, they are written:

Example: "Of the many places I saw I prefer Oklahoma City."

Written: *vz ma pla i so pre Okla sty*

Punctuation

All the ordinary punctuation marks may be employed, except the period, to be represented with a stroke drawn across the line Viz: Your recent letter received. In the reply.

Written: 

Use all the abbreviations for days of the week and months of the year. Names of every state in the United States.

Write not less than one half of names, towns or cities, persons or articles.

IMPORTANT NOTICE

In reading your shorthand notes always remember if consonants appear the first characters in the word, there is a vowel omitted before or after the same can be easily found from the past or following sentence.

HAVE YOU MASTERED THE FOREGOING LESSONS?

If you have, now you can practice for speed. **Be sure to write the sound only,** and memorize the rules thoroughly.

The Word Signs should be recited daily.

P D 174.

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